

January 20, 2004

MEMORANDUM FOR: Fisheries Sampling Branch  
NEFSC

FROM: David C. Potter  
Branch Chief, FSB

SUBJECT: Pre-Trip Vessel Safety Checklist Procedures

The following procedure will be used to track the Pre-Trip Safety Checklist for all trips that landed on or after January 1, 2004:

- 1) FSB Observer sends the Pre-Trip Vessel Safety Checklist in with their trip.
- 2) KB McArdle will make sure that the correct TRIP ID is recorded on the checklist. She will also record the vessel's hull number, the vessel's name, and the date landed in the top right corner of the checklist. Also, KB will fill out the Pre-Trip Vessel Safety Checklist form if the checklist is not included with the trip data. She will then pass along the trip to the appropriate editor.
- 3) Voytek Kijowski will follow the same protocol for KB for all Closed Area Scallop trips (please see #2)
- 4) The editor will record whether or not the checklist was included in the trip for bonus purposes, and will verify that the correct hull number and date was recorded on the checklist.
- 5) The editor will send the checklist, or attached form, to Erin Kupcha via the inter-office mail system.
- 6) Erin Kupcha will enter the information into the OBDBS database.
- 7) Any Northeast concerns will be given to Amy Van Atten, Joe Mello, and Lilliana Delameida. Any Mid-Atlantic concerns will be given to Mike Tork. Erin Kupcha will also report these concerns to Patricia Yoos and Jo Michaud so they may be passed on to the appropriate area coordinator.

If you have any questions please contact Erin Kupcha at [Erin.Kupcha@noaa.gov](mailto:Erin.Kupcha@noaa.gov) or (508) 495-2000.

Attachment